

# Sample Detailed Work Plan Matrix

Project Name:	"A" Street - "Z" Street
Agreement No.:	ZZ9999
Project Number/Control Number	URB-9999(9), CN 99999
Date:	January 1, 2011
Project Manager/Phone/Email:	John Doe, 555-5555, John.Doe@EmailAddress.com

TASKS	PERSONNEL CLASSIFICATIONS						Totals
	PR	PM	SE	ENG	DC	ADM	
1. Project Management							
1.1 Coordination Meeting	8	8	8				24
1.2 Progress Meetings		40	40	40			120
1.3 Technical Memos				10		2	12
1.4 Coordination with Government Agency		20				10	30
2. Public Meetings							
2.1 Preperation	10	10	10				30
2.2 Dry Run	4	4	4			4	16
2.3 Meeting #1	8	8	8				24
2.4 Meeting #2	8	8					16
2.5 Responses to Public Comments				10		2	12
3. Traffic Analysis							
3.1 Data Collection					40		40
3.2 Crash Study				20			20
3.3 Intersection Analysis			16				16
3.4 Level of Service Analysis							8
3.5 Access Management Analysis			4	4			
3.6 Quality Control		10				2	12
4. Roadway Design							
4.1 Site Visit		8	8	8			24
4.2 Plan-In-Hand Report		4				4	8
4.3 Data Collection					40		40
4.4 Horizontal Alignment		5	10	45			60
4.5 Vertical Alignment		5		60			85
4.6 Earthwork		5	5	50			60
4.7 Geometric Design		20	10	10			40
4.8 Drainage		20	10	40			70
4.9 Limits of Construction		10	5	10			25
4.10 Cross Sections		10	5	60			75
4.11 Construction & Removal Plans			5	55			60
4.12 Aerial Plans			2	10			12
4.13 Summary of Quantities		5	10	90			105
4.14 Submittals		10		10		20	40
4.15 Quality Control	5	10	10			10	35
Total Hours	43	220	198	532	80	54	1,119

KEY

PR = Principal
PM = Project Manager
SE = Senior Engineer
ENG = Engineer
DC = Data Collector
ADM = Administrative